

Missouri Division of Workforce Development
Skilled Workforce Initiative
Youth Skills Shortages & Capacity Building
Competitive Funding Proposal
Program Year 2006
Guidelines

The state will make up to \$1,000,000 available under this initiative to fund several individual applications up to a maximum of \$100,000, and multi-region applications up to a maximum of \$175,000. Applications must be received by March 31, 2006 and are subject to availability of funds. The Division of Workforce Development (DWD) reserves the right to limit awards within local areas in an effort to evenly distribute funds statewide.

I. Executive Summary

Include a short description of the project, local collaboration, outcomes and leveraging of local resources including local activity funds (10% of the Title 1B youth formula funding stream).

II. Project Narrative

Purpose

This application is designed to address barriers preventing Missouri's neediest youth from being adequately prepared for the world of work. Funding under this initiative is also available to increase the capacity of Local Workforce Investment Boards (LWIBs) and Youth Councils to improve and expand youth services throughout the region.

The Department of Labor (DOL) has developed a new strategic vision that recommends youth programs focus on serving the neediest youth with priority given to out-of-school youth, high school dropouts, runaway and homeless youth, youth in foster care, court involved youth, children of incarcerated parents and migrant seasonal farm worker youth. The vision's focus on connecting youth with high quality education and employment services can be achieved under the current law and reflects the principles articulated by the Bush Administration for the reauthorization of WIA.

Out-of-school youth are an important part of the new workforce "supply pipeline" needed by businesses to fill job vacancies in the knowledge economy. WIA-funded youth programs will provide leadership by serving as a catalyst to connect these youth with quality secondary and post secondary educational opportunities in high-growth industries.

Every youth program must evolve to the next level to achieve the outcomes that will be vital to the economy. Program services must be designed to meet the needs of participants and business employers.

Strategic Partners

Firmly established and committed partnerships are vital to the success of offering value added services to at-risk youth. Priority will be given to projects that leverage established community resources while bringing in non-traditional workforce partners that have a history of working with youth populations.

Indicate the type of agency/s offering the service, for-profit, non-profit, etc., in the proposed project. Identify the type of program (in-school youth, out-of-school youth), the program services that are being proposed and the geographic area (county/s) in which services will be provided. Explain each partner's role in the project.

Demonstrate how coordination is accomplished with all partners included in this project to ensure WIA funds are leveraging other youth service funds to serve youth participants. Verify each partner's role through a letter of commitment. Include letters of commitment from all partners, outlining the level and type of involvement that will take place during the project.

Please describe how youth service providers identified in this section will interface with the local Youth Council to coordinate services throughout region.

Statement of Need

Describe the needs of the population to be served and how the proposed strategy will address these need(s). Provide labor market information data as evidence of need for the proposed strategy. Indicate total number of participants, including the age group to be served. Project should include services to the neediest youth, including dropouts, run-a-way and homeless youth, youth in foster care, court involved youth, children of incarcerated parents and migrant seasonal farmworker youth. (Reference: Training and Employment Notice NO. 3-04 and Training & Employment Notice NO. 15-05)

Explain how these funds will be used to implement strategies in the region to address critical labor gaps. Strategies should target workforce industries that are high growth, high demand and critical to the state and/or local economy. Explain how the expansion of a specific youth project will address the local youth workforce need.

Please describe the results of any Youth Council resource mapping that speaks to the needs identified in this section.

Project Design

Indicate planned duration (days, weeks, or months) of each component, including known start and end dates for specific components. List each step that must occur in order for the project to achieve success. Provide the level of participation required or

other important variables that may affect the achievement of the performance targets. Include a timeline explaining when each milestone will begin and end.

Applicants should also include a description of how funding under this initiative will compliment youth formula programs and how pending DOL waiver requests will be utilized in overall program design.

This section should also include a timeline for the project, including milestones; short and long-term goals for the overall project.

Project Goals

- Identify goals and objectives of the project. Include geographic areas you are proposing to serve (i.e. counties, school districts, etc.).
- Objectives should be measurable, quantifiable and include timetable for completion. Proposed goals and objectives should address each of the ten services, which must be made available (as appropriate) to WIA youth.
- Opportunities for apprenticeship training may be included (for more information please visit www.doleta.gov/atels_bat.)
- The project should demonstrate how the Youth Council Toolkit will be utilized to build or improve upon youth council activities.

Project should describe those activities that will be utilized in the proposal and how it (or they) will be integrated in the local plan.

Explain how the participant will learn the concept of working and gaining experience and work history in order to realize periodic wage increases in a particular job; earning a promotion at the current place of employment; or appropriately transferring skills learned on the job to another business that offers higher wages.

Please identify funding necessary to staff and support local Youth Council.

Performance

The application must include at a minimum

- Past performance of the program operator. Priority will be given to program operators who have successfully administered projects serving youth.
- Performance measures directly related to the immediate goals of the project.
- Performance measures related to long-term goals of the project.
- Other performance measures defined by WIA.
- Performance measures to fit the funding source.

Suggestions for planned performance based on funding source:

- Enrollment and completion;
- Employment placement;
- Credential or college credit;
- Employment retention; and
- Successful engagement (enrollment and activities – CAP)

Staffing Qualifications

Please include job descriptions and resumes of key personal as prescribed.

III. Use of Funds Policy

Reimbursable costs are part of the approved budget in the final award and can include the following expenses:

- ❑ Funding for youth service providers to model innovative programs that connect youth with high quality education and employment services.
- ❑ Salary and fringe benefits for a dedicated, fulltime Youth Council Coordinator.
- ❑ Travel, equipment, and supplies and professional development of Youth Council Coordinator.

Only costs incurred between July 1, 2006 and June 30, 2007 are eligible to be included in this project.

A grantee must notify DWD in writing of any Youth Council Coordinator personnel changes during implementation.

IV. Budget

The RFA budget submission guidelines prescribed are to be followed.

V. Project Reporting

The RFA project reporting guidelines prescribed are to be followed.

VI. Evaluation and Scoring

Proposals will be evaluated by an interagency team. Scoring criteria and weight assigned will be based on the following critical program elements:

20% Project Design and Innovation

Each application should speak to the elements of project design and incorporates one or more of the ten WIA youth program elements.

30% Strategic Partnerships

Firmly established and committed partnerships are vital to the success of offering value added services to neediest youth. Priority will be given to projects that use established community relationships while bringing in those non-traditional workforce partners that have a history of working with youth populations. Experience is an important consideration for adding non-traditional partners.

30% Performance Outcomes

Include the number of youth served and the number who obtain unsubsidized employment or achieve a recognized youth competency because of program participation, as well as past performance of the program operator.

20% Budget and Financial Accuracy

Each proposal shall include a line item budget and a description of the applicant's financial system. Priority will be given to applicants who leverage other funding as a part of this application.

VII. Reservation Clauses

The RFA reservation clauses prescribed are to be followed.

VIII. Procurement

The RFA procurement guidelines prescribed are to be followed.

Proposals should be submitted to the attention of Roderick Nunn, Division of Workforce Development, 421 East Dunklin, P.O. Box 1087, Jefferson City, MO 65102

E-mail: roderick.nunn@ded.mo.gov Fax: 573-522-9496.

Submit questions regarding this RFA to Roger Baugher, Division of Workforce Development, 421 East Dunklin, P.O. Box 1087, Jefferson City, MO 65102. Email:

roger.baugher@ded.mo.gov Telephone: 573-751-7897.